

STATE OF MARYLAND GOOD STANDING CERTIFICATE REQUEST

To request a Good Standing Certificate, please provide us with the following information: (complete each field)

| 1. Requestor | | | | |
|--|---------------------------------------|---|---|---|
| 2. Street Address | | | | |
| 3. Telephone Number | | | | |
| 4. E-mail Address | | | | |
| Send completed form and documentation to: State of Maryland, Comptroller of Maryland, Good Standing Certificate, General Accounting Division, Room 201, P.O. Box 746, Annapolis, Maryland 21404-0746 or fax the form to 410-974-3979. If you have any questions, contact the General Accounting Division at 410-260-7813 or toll free at 888-784-0144. | | | | |
| 5. Corporation Full Name | | | | |
| 6. Corporation Principle Address | | | | |
| 7. Employer Identificat Number or Social Se Number | | | | |
| 8. Date of Incorporation | | | | |
| 9. Does the Corporatio Employees? | n have | ☐ Yes ☐ No (complete 10) (skip to 11) | 10. Unemployment Insurance Number | |
| 11. Name of the State v | | | | |
| Company is Incorporated 12. Foreign Corporation | | | | |
| | | ☐ Yes | | 13. Date the Corporation Qualified in Maryland: |
| 12. Foreign Corporation | on | (complete 12 | | - · · · · · · · · · · · · · · · · · · · |
| 12. Foreign Corporation 14. Method of Return ☐ Messenger/Pick Up - | *Note: E | mail is <i>NOT</i> available. | | Maryland: |
| 12. Foreign Corporation 14. Method of Return | *Note: EPhone num | mail is NOT available. ber to call when ready: as #2 | 3) (skip to 14) | Maryland: |
| 12. Foreign Corporation 14. Method of Return ☐ Messenger/Pick Up - | *Note: E | mail is <i>NOT</i> available. ber to call when ready: as #2 as #5 | 3) (skip to 14) | Maryland: |
| 12. Foreign Corporation 14. Method of Return ☐ Messenger/Pick Up - | *Note: E Phone num Same Same | mail is <i>NOT</i> available. ber to call when ready: as #2 as #5 | 3) (skip to 14) | Maryland: |
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| 12. Foreign Corporation 14. Method of Return Messenger/Pick Up Regular Mail to: Fax to: I authorize the Comptrol provided is accurate. | *Note: E Phone num Same Same Other: | mail is NOT available. sher to call when ready: as #2 as #5 | Same as #3 or | erate a certificate and attest the information |
| 12. Foreign Corporation 14. Method of Return □ Messenger/Pick Up - □ Regular Mail to: □ Fax to: □ I authorize the Comptroll provided is accurate. | *Note: E Phone num Same Same Other: | mail is NOT available. sher to call when ready: as #2 as #5 | Same as #3 or in this request form to gene | erate a certificate and attest the information |
| 12. Foreign Corporation 14. Method of Return □ Messenger/Pick Up - □ Regular Mail to: □ Fax to: □ I authorize the Comptroll provided is accurate. | *Note: E Phone num Same Same Other: | mail is NOT available. sher to call when ready: as #2 as #5 e information contained | Same as #3 or in this request form to gene | erate a certificate and attest the information |
| 12. Foreign Corporation 14. Method of Return Messenger/Pick Up Regular Mail to: Fax to: I authorize the Comptroll provided is accurate. Signature: | *Note: E Phone num Same Same Other: | mail is NOT available. aber to call when ready: as #2 as #5 e information contained ADMINI | in this request form to gene | erate a certificate and attest the information |
| 14. Method of Return Messenger/Pick Up Regular Mail to: I authorize the Comptrol provided is accurate. Signature: | *Note: EPhone num Same Same Other: | mail is NOT available. aber to call when ready: as #2 as #5 | in this request form to generative Use Only Employee initials: | erate a certificate and attest the information |

Page 1



STATE OF MARYLAND GOOD STANDING CERTIFICATE REQUEST INSTRUCTION SHEET

Purpose:

We issue Certificates of Good Standing to prove that a corporation is authorized to transact business in Maryland and all fees, taxes, and penalties owed to Maryland are paid. Good Standing Certificates can be useful when a company is about to be sold and a potential buyer needs proof that the company has made state tax payments and is up-to-date.

Who will use the form?

Anyone who needs to certify they are in good standing with the State.

Routing and General Instructions:

Complete the form and send to Vendor Services in the General Accounting Division:

Mailing Address: General Accounting Division Good Standing Certificate Vendor Services P.O. Box 746 Annapolis, Maryland 21404

Alternative routing options: Fax to 410-974-3979.

Processing:

Allow 7-14 business days for processing. If urgent, please email GADLGS@comp.state.md.us with details, including the reason for the urgency.

Questions: Email to GADLGS@comp.state.md.us or call 410-260-7813.